

Date 06/06/2025  
Your Ref  
Our Ref 10087

Enquiries to Richard Mutch  
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Dear

## FREEDOM OF INFORMATION – GENDER RECORDING

I write in response to your request for information in relation to gender recording.

### Question:

- Could you please provide me with any guidance you provide to staff on recording sex and gender on patients' medical documentation, and confirm whether that guidance has changed since January 2025? Happy to receive this information in any format you prefer.

### Answer:

NHS Lothian record sex on patient medical records mirroring the information on a patient's NHS Scotland Community Health Index (CHI) record. NHS Lothian does not record patient's gender on medical documentation. There have been no changes since January 2025.

I hope the information provided helps with your request.

If you are unhappy with our response to your request, you do have the right to request us to review it. Your request should be made within 40 working days of receipt of this letter, and we will reply within 20 working days of receipt. If our decision is unchanged following a review and you remain dissatisfied with this, you then have the right to make a formal complaint to the Scottish Information Commissioner within 6 months of receipt of our review response. You can do this by using the Scottish Information Commissioner's Office online appeals service at [www.itspublicknowledge.info/Appeal](http://www.itspublicknowledge.info/Appeal). If you remain dissatisfied with the Commissioner's response you then have the option to appeal to the Court of Session on a point of law.

If you require a review of our decision to be carried out, please write to the FOI Reviewer at the email address at the head of this letter. The review will be undertaken by a Reviewer who was not involved in the original decision-making process.

Headquarters  
Mainpoint  
102 West Port  
Edinburgh EH3 9DN

Chair Professor John Connaghan CBE  
Chief Executive Professor Caroline Hiscox  
*Lothian NHS Board is the common  
name of Lothian Health Board*

FOI responses (subject to redaction of personal information) may appear on NHS Lothian's Freedom of Information website at: <https://org.nhsllothian.scot/FOI/Pages/default.aspx>

Yours sincerely

**ALISON MACDONALD**  
**Executive Director, Nursing**  
Cc: Chief Executive